Title	Use digital tools to create and monitor a project plan		
Level	3	Credits	3

Purpose	People credited with this unit standard are able to: identify and describe digital project management and planning tools; and create and monitor a project plan using fit for purpose digital tools.
	This unit standard has been developed primarily for assessment as an option for the qualifications New Zealand Certificate in Computing (Intermediate User) (Level 3) [Ref:2592] and New Zealand Certificate in Computing (Advanced User) (Level 4) [Ref: 2593].

Classification	Computing > Generic Computing

Available grade	Achieved

Guidance Information

1   Assessment, where applicable, will be conducted in and for the context of real or realistic situations and/or settings, and be relevant to current and/or emerging practice. The assessor may gather evidence over time from a range of scenarios rather than using one assessment where the learner has to demonstrate all of the required skills. The assessment context for this unit standard must be suitable to meet the criteria for Level 3 in the NZQF Level Descriptors, which are available by searching for "level descriptors" at www.nzqa.govt.nz.

2   A brief will be supplied to the learner, either as part of the learner's employment (in the case of workplace assessment) or in response to the needs of an organisation. It must clearly describe both the desirable outcomes sought and the constraints to be met by the solution, and will include meeting appropriate legal, ethical and moral considerations. It contains requirements and specifications against which the success or otherwise of the project planning can be evaluated. The project may be either a straightforward project or a section of a larger project.

3   Definitions
Digital tools may be both hardware (storage and display devices) and software (applications and programs).
Fit for purpose refers to the suitability of selected digital tools to create and monitor a project plan and meet the requirements of the brief.
Good practice includes selecting and using the appropriate feature or function to enable the correct use of tools; and applying techniques, procedures and practices that are documented or commonly used in digital project planning and monitoring.

Project management and planning tools refer to project management software, such as digital tools for brainstorming, mind-mapping, ideas bank, technical resources management, logistics support analysis, plans of action, Gantt charts, flow diagrams, graphical organisers, spreadsheets and databases.

Project plan refers to a document created using digital tools, which details how the project will be executed, including management of the project in relation to the project parameters.

Stakeholder refers to any group or individual who can affect or is affected by the development and/or implementation of the project outcome. For this standard, the stakeholder should be authentic and may include but is not limited to the assessor, other learners, real clients, family members or other people affected by the project.

4   Legislation relevant to this unit standard includes but is not limited to the:
Copyright Act 1994
Copyright (New Technologies) Amendment Act 2008
Health and Safety at Work Act 2015
Privacy Act 2020
and any subsequent amendments.
Current legislation and regulations can be accessed at http://legislation.govt.nz.

5   Reference
ACC5637 Guidelines for Using Computers - Preventing and managing discomfort, pain and injury. Accident Compensation Corporation - Department of Labour, 2010; available from WorkSafe New Zealand, at https://www.worksafe.govt.nz/topic-and-industry/work-related-health/ergonomics/safely-using-computers-at-work/.

Outcomes and performance criteria

Outcome 1

Identify and describe digital project management and planning tools.

Performance criteria

1.1   Digital project management and planning tools are identified and described in terms of how they contribute to project outcomes.

Range   evidence of three digital project management and planning tools.

1.2   The steps in a project are described in terms of phases which outline the key tasks required to complete each step.

Outcome 2

Create and monitor a project plan using fit for purpose digital tools.

Performance criteria

2.1   The tasks required for the project and the resources required for each task are identified and entered into the plan, in accordance with the requirements of the digital tools and project brief.

2.2   A schedule for the project plan is created using the digital tools according to the project brief requirements and good practice.

Range   dependencies between tasks, start and finish dates, key milestones, resources, stakeholder interactions (if required).

2.3   The schedule is analysed for resource conflicts and efficiency and adjusted using the digital tools to remedy any conflicts and maximise efficiency.

2.4   Progress of the project is monitored against the schedule and any variations are reported according to the project brief requirements and good practice.

Range   dependencies between tasks, start and finish dates, key milestones, resources, stakeholder interactions (if required).

2.5   Revisions to the project plan are made as required to reflect any variations and are documented using the digital tools and in accordance with the project brief requirements and good practice.

Replacement information	This unit standard replaced unit standard 5953.

Planned review date	31 December 2026

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 January 2017	31 December 2024
Review	2	28 April 2022	N/A

Consent and Moderation Requirements (CMR) reference	0099

This CMR can be accessed at http://www.nzqa.govt.nz/framework/search/index.do.

Comments on this unit standard

Please contact Toi Mai Workforce Development Council qualifications@toimai.nz if you wish to suggest changes to the content of this unit standard.